

**We are currently accepting applications for the following positions:**

**Internal Positions:**

Applicants must address each required qualification listed in the vacancy announcement with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

**Vacancy Announcement No. / Position Title**

[FSN#2016/17 / Electric Foreman](#)

**USAID - Vacancy Announcement No. / Position Title**

[FSN# 2016/33 / Deputy Chief Accountant](#)

## **U.S. Mission Bangkok**

### **VACANCY ANNOUNCEMENT NUMBER: FSN#2016/17**

***“This is a re-advertisement of announcement from August 28, 2015 (FSN#2015/78).  
Applications previously received will also be considered.”***

**OPEN TO:** Current Employees of the Mission - All Agencies and/or  
U.S. Citizen Eligible Family Members (USEFMs),  
Eligible Family Members (EFMs), or  
Members of Household (MOH) - All Agencies

**POSITION:** Electric Foreman, FSN-6, FP-8

**OPENING DATE:** January 22, 2016

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** Ordinarily Resident (OR): FSN-6 \$362,706 per annum (Starting salary)  
Not Ordinarily Resident (NOR): FP-8 (Position Grade to be confirmed by  
Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS** (*See Appendix A for definition*) **MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Mission in Bangkok is seeking eligible and qualified applicants for the position of Electric Foreman

### **BASIC FUNCTION OF POSITION**

The incumbent serves as the electrician foreman for Chancery to install, maintain and repair overall electrical system, equipment, appliances and extensive range of large and small electromagnetic equipment for Chancery. Technically supervises and directs two electricians to perform duties involved in installation, renovation, modification, preventive maintenance & repair, rebuilding of machines, equipment, components and control devices associated with electrical system and equipment including switchgear, Automatic Transfer Switch (ATS), Uninterrupted Power System (UPS), fire alarm, electrical panel, motor control center, transformer for Chancery. The incumbent receives supervision from Maintenance Supervisor.

### **QUALIFICATIONS REQUIRED**

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

**1. EDUCATION:** Completion of technical school related with electrical installation, maintenance and repair;

**2. EXPERIENCE:** At least three years direct experience in maintenance, repair and installation of electrical system, plus six months experience in supervisory level in the same trade;

**3. LANGUAGE:** Level II (Limited Knowledge) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 400 before the deadline; otherwise, application will not be considered);

**4. SKILLS AND ABILITIES:**

- Ability to operate various hand tools, power equipment, and instruments to track, record, troubleshoot and fine tune electrical work, i.e., LUX meter, Scope, power analysis, etc.;
- Ability to know how to use computerized BAS control, to change the basic setting value and parameter. This shall include the ability to use basic computer task;
- Ability to drive car and forklift and possess a valid Thai driver's license (a copy of Thai driver's license is required with application).

**FOR FURTHER INFORMATION:** The complete position description listing all of the duties and responsibilities may be obtained by contacting the Human Resources Office at [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) or call 02-205-4463.

**SELECTION PROCESS:** When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

**HIRING PREFERENCE ORDER:**

- 1) USEFM who is ALSO a preference-eligible U.S. Veteran
- 2) USEFM OR a preference-eligible U.S. Veteran
- 3) FS on LWOP

**ADDITIONAL SELECTION CRITERIA:**

- 1) Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
- 2) Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
- 3) Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
- 4) The candidate must be able to obtain and hold a security and medical clearance.

- 5) Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least nine months remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

**HOW TO APPLY:** Applicants must submit the following documents to be considered:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See "For Further Information" above); and
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, TOEIC etc.)

**IMPORTANT:** Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

As of April 1, 2014, any U.S. veteran who accepts a locally recruited position abroad may not invoke this preference again with the same agency at the same post. Exception: Any preference-eligible veteran employed before April 1, 2014 may invoke the Veteran's Hiring Preference once more with the same agency.

**WHERE TO APPLY:**

**Human Resources Office      Talent Recruitment and Staffing Unit**  
**E-mail Address:** [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov)

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

### **Appendix A - DEFINITIONS**

**Eligible Family Member (EFM):** An EFM for employment purposes is defined an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term "child" shall include, in addition to natural offspring, stepchild, adopted child,

and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**

- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

**U.S. Citizen Eligible Family Member (USEFM):** A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Appointment Eligible Family Member (AEFM):** An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Member of Household (MOH):** A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

**Not Ordinarily Resident (NOR)** – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

**Ordinarily Resident (OR)** – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

## USAID

**FSN# 2016/33**

**Deputy Chief Accountant**

**OPEN TO: Internal Candidates Only**

**POSITION: Deputy Chief Accountant, FSN-11**

**OPENING DATE: February 26, 2016**

**CLOSING DATE: March 10, 2016**

**WORK HOURS: Full-time; 40 hours/week**

**SALARY: FSN-11 ₱1,202,650 per annum (Starting salary)**

**APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position Chief Accountant to Office of Financial Management (OFM) in the U.S. Agency for International Development/Regional Development Mission for Asia (USAID/RDMA), located at Athenee Tower, Wireless Road, Bangkok.

### **JOB SUMMARY:**

The Deputy Chief Accountant (DCA) position, reporting to Chief Accountant, is located in Regional Development Mission Asia/Office of Financial Management (RDMA/OFM) ensures that a full range of financial services are provided to RDMA including programs in seven client countries (Thailand, Burma, Laos, China, Tibet, Vietnam and East-Timor) and five technical offices based in Bangkok and client countries (Bureau for Democracy, Conflict and Humanitarian Assistance/Office of Foreign Disaster Assistance – DCHA, Office of Foreign Disaster Assistance (OFDA), Office of Transition Initiatives - OTI, and Asia Regional Training Center - ARTC). The DCA manages, maintains, reviews and analyzes project accounting systems with average annual new program funding level of \$250 million plus a pipeline of previously obligated program funds of \$230 million; in addition to formulating, executing, analyzing and advising on the budgetary aspects of Program Funded Operational Costs of approximately \$20 million annually. S/he serves as the manager of the Budget and Administrative Accounting consisting of one Senior Budget Analyst and two Accounting Technicians. The DCA must be readily available to respond to diverse and complex questions and issues raised by OFM clients, i.e., USAID/RDMA and client countries, USAID/Washington, State colleagues as well as outside partners and host country officials, and to provide guidance on project fund activities.

### **MAJOR RESPONSIBILITIES:**

**The detail of responsibilities includes to the following:**

- 1. Supervision and management of Budget and Administrative Accounting section: 40%**
  - Management of Operating Expenses (OE) for RDMA, Burma, Timor L'este, Vietnam, and ARTC. Furthermore, the DCA will be closely involved with all travel operations, accruals,

program objective 6 analyses, and global Foreign Service National (FSN) payroll posting (approximately half of accounting for all agency FSN payroll).

- Maintains cognizance and awareness over all programs and functions of the Accounting, Budgeting, and Payments section of the OFM Office. In areas other than those directly supervised, monitors work assigned and advises the Director on any anomalies or problems observed, after discussion with the responsible supervisor.
- Directly supervises senior Budget Analyst and two Accounting Technicians in RDMA on preparation of OE budgets and US Third Country National (TCN) personal contracts budget and ensures that the subordinate fully understand and implement Agency financial policies, applicable laws and regulations, and the on-going updates to these policies and laws.
- Creates professional development plans and manages the professional development of staff to ensure that they possess and utilize sufficient knowledge and ability to carry out activities as assigned in their given portfolio in compliance with USAID regulations. Provide and recommend training on new systems or cross training between sections.

**2. Serves as Project Accountant for assigned portfolio, Accounting and Reporting, and Cash reconciliation and System Subject Matter Expert: 35%**

- Uses Phoenix as the primary automated accounting system platform to control and report on all program activities and ensure proper application of accounting principles and practices; and efficiently controls and maintains all project funded activities in the Phoenix system.
- Manages the complex processing of Budget allowances, Program Areas, Program elements, commitments and obligations of program funds.
- Monitors and tracks all advances on program funds and other program funded activities such as contracts/grants and keep the OFM Management Team fully apprised of status of all such activities.
- Investigates and resolves difficult accounting problems which may cut across a variety of procedures, regulations and presents proposals to the highest levels of management. Stays abreast of, interprets and comments on, pertinent rules and regulations as they impact on his/her area of responsibility.
- Oversees and manages reprogramming of existing budgets and developments of detailed forecasts and analysis criteria to better inform the budget planning and execution process.
- In coordination with financial analyst and project accountants, the incumbent is the contact and liaison person with program office regarding submission, formulation and execution process on the budgetary aspects of Program Funded Operational Costs (PFOC).
- Provides a diversified group of clients with timely, accurate and last minute special reports that include RDMA, OFM Senior Management Teams and responds to regular and ad hoc USAID/W and congressional reporting and surveys.
- Provides advice to Technical offices on multiple project funded accounting transactions.



### **3. Serve as the Acting Chief Accountant: 25%**

- In the absence of the Chief Accountant and at the request of the Regional Controller serves as the Acting Chief Accountant, to guide and carry-on reviewing roles to ensure compliance with Agency policies and procedures regarding standard operating accounting processes. As Acting Chief Accountant, the incumbent will have authority and understanding of all financial management responsibilities that are authorized to the Chief Accountant.

### **QUALIFICATIONS REQUIRED AND SELECTION CRITERIA:**

*All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22. If the application submitted fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the applicant to provide all pertinent information.*

- (1) **Education:** Bachelor's degree in Accounting, Finance, or Business Administration majoring in accounting, finance, or related field is required.
- (2) **Experience (35 points):** A minimum of six years of progressively more responsible experience in professional accounting, financial management or auditing is required.
- (3) **Language:** Level IV English and Thai (fluent) are required.
- (4) **Knowledge (30 points):** A thorough knowledge and understanding of professional accounting principles, theories, practices used in maintaining, reconciling, balancing and closing complex accounts, relation of activities to activity inputs, disbursements and reimbursements, and the principles and practices of cost accrual and demonstrate a potential to acquire a thorough knowledge of laws, policies and regulations, body of appropriation and allotment and accounting procedures is required. Ability to demonstrate a potential to absorb and understand highly complex information and varies within the region depending on the host governments is required.
- (5) **Skills and Abilities (35 points):**
  - Must be able to analyze accounting processes and identify practices and procedures that require correction or modification.
  - Must be able to formulate recommendation for maintaining specialized segments of accounting systems in a high state of efficiency.
  - Must be able to communicate effectively with non-accounting personnel in explaining accounting requirements and potentials.
  - Must possess advanced numerical skills and computer skills.
  - Proficiency of the internet, Microsoft suite, ability to learn financial related software applications and ability to enter accurate data are essential is required.

## **SELECTION PROCESS:**

Applications will be initially screened and scored for eligibility in accordance with the required qualifications and points mentioned above. To be considered for candidacy, applicants must address each criterion in their application as to how they meet the minimum qualifications for this position. Top-ranked candidates who meet the minimum qualification with a valid TOEIC score of 855 or above will be invited for the interview. The interviews will be structured around the selection criteria above and will be conducted in USAID/RDMA Bangkok, Thailand. USAID/RDMA will screen for nepotism/conflict of interest in determining successful candidacy. Reference checks will be conducted once the applicant pool is narrowed down to the top candidate(s). Only shortlisted candidates for final interview will be notified of the selection result. Internal candidates must have successfully completed a one year probationary period of employment before being eligible to apply.

## **TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website: [http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION: March 10, 2016**

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